

## REQUEST TO FILL VACANCY

**Position Vacancy:** Appraiser

**Department:** Equalization

**Vacancy Result of:** Jacob being promoted to Deputy Director.

**Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.**

1. Job Description / attached
2. Departmental Organizational Chart / attached
3. Severance Payout Calculations for Terminating Employee

Vacation	\$ 0
Sick Leave	\$ 0
Employee Retirement Recognition	\$ 0
Other	\$ 0
Total	\$ 0

4. Explain the effects of leaving the vacancy until severance is accumulated. NA
5. Explain the effects of leaving the vacancy permanent or discussion of alternatives.  
Office is already going to be behind schedule with continuing our review process due to prior vacancies and hiring to fill those. And now to potentially have to train a new employee could set our office back even further.
6. Provide description of departmental discussions about the vacancy. NA
8. Any additional comments?

\_\_\_\_Chris Lilla DOE\_\_\_\_  
Department Manager

\_\_\_\_3/28/16\_\_\_\_  
Date

Request for filling of vacancy: \_\_\_\_\_Approved \_\_\_\_\_Denied

\_\_\_\_\_  
Chairman, Brookings County Commission

\_\_\_\_\_  
Date

**POSITION TITLE:** Appraiser  
**DEPARTMENT:** Equalization  
**REPORTS TO:** Director of Equalization  
**FLSA STATUS:** Non-Exempt  
**WAGE GRADE:** 6

## **DESCRIPTION OF WORK**

### **General Statement of Duties**

Performs technical and professional appraisal work in establishing real property values for tax assessment purposes.

**Examples of Duties:** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Identifies properties to be appraised on maps by use of legal descriptions and by review of building permits and property appraisal records.
- Appraises improved and unimproved parcels. Calculates land values by classification using market value of comparable land. Uses schedules, manuals, and guidelines relating to appraisals of improved and unimproved property for classification purposes.
- Appraises commercial and industrial properties by reviewing improvements, fixtures, and replacement cost(s). May also establish values by estimates of income potentials of commercial and industrial properties as required.
- Records data necessary for appraisals including detailed observations as to quantity and type of construction components together with observed age and condition of improvement and calculates actual and assessed valuation of same.
- Answers off and on-site inquiries to provide information concerning appraisals.
- Collects field data to maintain accurate records and files on mobile homes. Assigns value to the property by referring to appropriate schedules.
- Assists in establishing, maintaining, and researching files to insure proper posting of properties. Performs calculations on value of land and structure by utilizing appropriate assessment procedures and information gathered by field and office research.
- Defends assessments and appraisals. Participates in the preparation of appraisal defense. Assists in preparation of reports for protest hearings and testifies at hearings when necessary. Advises taxpayers of appraisal process used in arriving at assessed value.
- Enters data from property cards on transfers, splits, and replatting of property, changes in valuation of land and structures, and verifies valuation for accuracy.
- Participates in the calculation and preparation of the assessment roll for delivery to the county auditor and the abstract for the SD Department of Revenue.
- Operates computer to enter data from property cards for assessment of mobile homes. Retrieves and interprets information from computer.
- Interprets transfers from the Register of Deeds for sales ratio purposes.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

## **QUALIFICATION FOR APPOINTMENT**

### **Required Knowledge, Skills, and Abilities**

- Working knowledge of the geographic layout of Brookings County.
- Working knowledge of state laws governing assessment and collection of real property taxes.
- Working knowledge of methods, techniques, and procedures utilized in appraisal of property for tax assessment purposes.
- Knowledge of building construction techniques, methods, and materials.
- Ability to read and interpret directions, maps, manuals, and other written guides.
- Ability to understand and follow both verbal and written instructions.
- Ability to communicate effectively both verbally and in writing.
- Demonstrable knowledge of principles of statistics.
- Ability to use modern computer programs and perform various computer related tasks.
- Ability to make moderately complex mathematical calculations.
- Possession of a valid SD driver's license.

**Education**

- Graduation from high school or GED.
- CAA Certification as required by State Statute.

**Experience**

- No less than two (2) years experience as, or in a position equivalent to, Appraiser I

**OR**

Any equivalent combination of education and experience as is acceptable to the hiring authority.

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*Commission Chairperson*

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*Date*

DOE Organizational Chart

